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MINUTES OF THE ADMINISTRATION STAFF MEETING - 10 APRIL 1951

Mr. Wolf presiding —

25X1 1. [redacted]

a. Indicated each Office would submit three top stenographers' names for the Sunday standby except Management and Medical. ACTION ALL OFFICES EXCEPT MANAGEMENT AND MEDICAL (memo submitted 6 Apr to Management) by Mr. Houston

b. Each Office Chief would be present for the Orientation Lecture on Administration, Thursday. ACTION ALL OFFICE CHIEFS

25X1 2. Reference Orientation Course, Messrs. Wolf, [redacted] will make brief presentations, then Administrative Chiefs will be available for questions.

3. Mr. Andrews briefed group on the Assistant Directors' Meeting, 9 April.

4. Resulting from the above briefing, discussed security in Quarters "I" — — Mr. Wolf gave views on present and proposed space and long-range picture subject to be considered within that room.

5. Subject of dispersal discussed.

SIGNED

JAMES D. ANDREWS

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